

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 30, 2004

FROM: **PETER HILLS**, Fire Chief/Fire Warden
San Bernardino County Consolidated Fire District

SUBJECT: **CLASSIFICATION ACTIONS – COUNTY FIRE DEPARTMENT**

RECOMMENDATION: Acting as the governing body of County Service Area 70, San Bernardino County Consolidated Fire District:

1. Establish the following new classifications in the indicated units. Establish salaries for the new classifications as indicated as a Minute Order Amendment to the 2003-2004 Staffing and Salary Authorization for County Fire Department.
 - A. Environmental Health Specialist, Trainee, Environmental Health Unit, EH0, (\$34,465.50 - \$44,012.80).
 - B. Environmental Health Specialist I, Environmental Health Unit, EH1, (\$41,912.00 - \$53,476.20).
 - C. Fire Prevention Officer, Trainee, SBPEA Non-Safety, FP1, (\$29,556.80 - \$37,835.20).
 - D. Programmer Analyst I, Non-Represented, AF7, (\$46,841.60 – \$59,945.60).
 - E. Programmer Analyst II, Non-Represented, AG3, (\$54,808.00 - \$70, 033.60).
 - F. Programmer Analyst III, Non-Represented, AG7, (\$61,963.20 - \$79,185.60).
 - G. Business Systems Analyst III, Non-Represented, AG7, (\$61,963.20 - \$79,185.60).
2. Approve the reclassifications in the allocation list, as listed on Attachment 1.

BACKGROUND INFORMATION:

During the Fiscal Year 2003-2004 budget hearings, the Board directed that any reclassifications approved in the Special District budgets be reviewed by ED/PSG Administration, prior to being individually presented to the Board for approval. This review has been completed and such reclassification actions are presented for consideration.

The County Fire Department Human Resources Division received fifty-six (56) requests for position reclassifications in the County Fire Department for inclusion in the 2003-2004 Budget process. After studying and analyzing each request, County Fire Human Resources is recommending classification adjustments to fourteen (14) County Fire Department positions. This agenda item reclassifies the fourteen (14) positions (see allocation list).

This item implements recommendations for classifications in the County Fire Department. Recommendation #1 creates new classifications and Recommendation #2 reclassifies individual positions.

	Record of Action of the Board of Supervisors
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No additional positions are being requested as a result of this action.

County Fire Human Resources conducted studies consistent with County Human Resources Classification Division's procedures.

Recommendation #1 – New Classifications

A. Environmental Health Specialist, Trainee

The County Fire Department is having difficulty in recruiting qualified candidates at the Environmental Health Specialist II level. The establishment of this new classification will allow incumbents to work under well-established guidelines and supervised field assignments to develop sufficient knowledge and experience to qualify for state registration and advancement to the newly established Environmental Health Specialist I position. This new trainee classification will be utilized to underfill existing positions. No new positions are being requested as a result of the establishment of this classification.

B. Environmental Health Specialist I

The County Fire Department is having difficulty in recruiting qualified candidates at the Environmental Health Specialist II level. The establishment of this new classification will allow incumbents to perform less difficult duties, which do not require the levels of knowledge, and expertise that characterize the next higher classification of Environmental Health Specialist II. This new classification will be utilized to underfill existing positions. No new positions are being requested as a result of the establishment of this classification.

C. Fire Prevention Officer, Trainee

The County Fire Department is having difficulty in recruiting qualified candidates for the position of Fire Prevention Officer. The establishment of this new classification will allow the incumbents to work under well-established guidelines and supervised field assignments to develop sufficient knowledge and experience to advance to Fire Prevention Officer. This new classification will be utilized to underfill existing positions. No new positions are being requested as a result of the establishment of this classification.

D. Programmer Analyst I

The department does not currently have a classification established that is responsible for system programming. The establishment of this new classification will allow the department to appropriately classify employees performing these higher-level duties. The related reclassification of the incumbents' positions (Automated System Analyst I) is detailed in Recommendation #2.

E. Programmer Analyst II

The department does not currently have this classification established. Although no positions are being recommended for reclassification to this level at this time, the establishment of this classification will allow for a migration path in the Programmer Analyst series.

F. Programmer Analyst III

The department does not currently have a classification established that is responsible for system programming as well as the supervision over the Automated Systems staff. The establishment of this new classification will allow the department to appropriately classify the employee performing these higher-level duties. The related reclassification of the incumbents' positions (Automated System Analyst II) is detailed in Recommendation #2.

G. Business Systems Analyst III

The department does not currently have a classification established that includes, but is not limited to, responsibility for supporting and managing servers and server processes; managing, analyzing and troubleshooting issues related to computer systems, servers, software and other automated systems; preparing budgets; and the responsibility for supervision over the Automated Systems staff. The establishment of this new classification will allow the department to appropriately classify the employee performing these higher-level duties. The related reclassification of the incumbents' positions (Automated System Analyst II) is detailed in Recommendation #2.

Recommendation #2 – Reclassification of Individual Positions on Attachment 1 (Allocation List)

A. Administrative Secretary I upgrade to Administrative Secretary II (Position #70778)

The duties of the Administrative Secretary I assigned to the Training Division were originally established to provide secretarial support to the Training Division Battalion Chief. The position now also provides secretarial support to the Training Division's Division Chief, Battalion Chief, and eight (8) Training Officers. Additionally, this position is now also responsible for supervising subordinate clerical staff, as well as establishing, maintaining, and tracking the status of all County Fire Department employees' driving information, and developing and maintaining the training class schedule for the County Fire Department.

B. Automated Systems Technician upgrade to Automated System Analyst I (Position #30881)

The Automated System Technician position assigned to ConFire was originally used to provide computer technical support to ConFire employees. As technology has increased, more technically sophisticated positions were needed to support the department's functions. As such, this Automated Systems Technician was assigned additional responsibilities including coordinating network changes for the ConFire system, developing procedures for hardware and software installation, installation of new hardware and software, develop training materials on the ConFire computer system, and train ConFire staff on all new hardware and software. ConFire also uses this position to design, install, and test network wiring, and to configure, and install servers as well as desktop computers.

C. Automated Systems Technician upgrade to Automated System Analyst I (Position #71968)

This Automated System Technician position was originally used to provide computer technical support to County Fire Department employees. As technology has increased, more technically sophisticated positions were needed to support the department's functions. As such, this Automated Systems Technician was assigned additional responsibilities including analyzing, testing, and monitoring the Hazardous Materials billing system, monitoring and troubleshooting for the Envisions software program, developing procedures for hardware and software installation, creating and maintaining system reports, and analyzing and resolving aborted transactions. The position is now also responsible for automating the use of manual and system functions to provide a more efficient work environment.

D. Environmental Technician III upgrade to Environmental Specialist II (Position #30818)

The Environmental Technician III position was originally used to perform a variety of technical assignments related to the detection of hazardous substances and environmental contamination. The position has grown in responsibility and is now the liaison for the field inspection staff, troubleshoots, and recommends changes to the Envisions software program, as well as functions as the contact for the public on environmental concerns. This position also provides support to the Registered Environmental Health Specialist II and III positions, evaluates the need for tank removals, prepares environmental and property reports, as well as functions as a witness in court cases as needed.

E. Environmental Specialist II upgrade to Environmental Specialist III (Position #75156)

The Environmental Specialist II position was originally used to provide staff support to the Registered Environmental Health Specialist II and III positions; however, the County Fire Department is currently using this position to coordinate, set up, and operate temporary Household Hazardous Waste Collection facilities for contracted cities as well as researching, implementing, and training staff on new equipment for the Household Hazardous Waste program.

F. Administrative Clerk II upgrade to Staff Analyst I, Office of the Fire Marshal (Position #73401)

The Administrative Clerk II position assigned to the Office of the Fire Marshal was originally used to provide secretarial support to the Fire Marshal. This position has grown in responsibility and is now responsible for building the budget for the Hazmat, Community Safety, and Household Hazardous Waste. This position also monitors and interprets the contracts for the Administrative Offices lease, prepares and reviews the Division's purchase order requests for accuracy and compliance with policy, monitors all the Division's expenditures and revenues, including grant income, as well as proving mid-year reporting and final budget estimates to the department's Fiscal Division. This position is also responsible for supervising subordinate clerical staff, and researching and preparing grant applications for the Office of Traffic Safety and FEMA. This position reports directly to the Fire Marshal.

G. Administrative Clerk II upgrade to Staff Analyst I, South Desert Division (Position #73396)

The Administrative Clerk II position assigned to the South Desert Division Office was originally used to provide secretarial support to the South Desert Fire Division Chief. This position has grown in responsibility and is now responsible for preparing, analyzing, and monitoring the South Desert Division's Budget, processing the South Desert Division's biweekly payroll, processing all fiscal claims, and assisting in the preparation of grant applications for the Office of Traffic Safety and FEMA. The position is also responsible for supervising subordinate clerical staff, maintaining the Division's petty cash account, and preparing ambulance billing and permit applications for the South Desert.

H. Accounting Technician upgrade to Staff Analyst II, Fiscal Division (Position #76948)

The Accounting Technician position assigned to the Fiscal Division of the County Fire Department was originally used to maintain established budget and fiscal records relating to the budget. The duties of the Accounting Technician have significantly increased in complexity and responsibility over the last year to include performing more complex analytical duties related to the preparation, monitoring, and finalizing the County Fire Department's final budget. The position is also responsible for cost projections for the department during the negotiations process for the new Memorandum of Understandings as well as identifying, calculating, and processing year-end budget accruals, serving as the main contact for the Limited Term Firefighter program funds, and handling higher-level special projects for Division Chiefs and Managers such as cost studies, studies of ambulance response times, and revenues produced from unincorporated areas. Establishing two (2) Staff Analyst II classifications in the Department's Fiscal Division will also allow for cross-training and greater flexibility in the distribution of work.

I. Staff Analyst I upgrade to Staff Analyst II, Fiscal Division (Position #73192)

The Staff Analyst I position assigned to the Fiscal Division of the County Fire Department was originally used to perform analytical studies related to the department's budget. The duties of the Staff Analyst I position assigned to the Fiscal Division have significantly increased in responsibility over the last three years to include performing more complex analytical duties related to preparation, monitoring, and finalizing the County Fire Department's final budget as well as coordinating the grant money received by the department. The position is also responsible for analyzing proposed and current legislation to determine the impact, if any, on the County Fire Department budget as well as preparing tax revenue studies and serving as ConFire's liaison for the annual ConFire budget audit. Establishing two (2) Staff Analyst I classifications in the Department's Fiscal Division will also allow for cross-training and greater flexibility in the distribution of work.

J. Automated Systems Analyst I upgrade to Programmer Analyst I (Position #30905)

The Automated System Analyst I position was originally used to automate office functions as well as coordinate office-based information for the County Fire Department. As technology has increased, more technically sophisticated positions were needed to support the department's functions. As such, this Automated Systems Analyst I's duties have grown in responsibility and now include responsibility for the system programming for half of the County Fire Department's computer system. This position is also responsible for designing and maintaining databases as well as designing in-house software products such as the department's Intranet web site.

K. Automated Systems Analyst I upgrade to Programmer Analyst I (Position #30907)

The Automated System Analyst I position was originally used to automate office functions as well as coordinate office-based information for the County Fire Department. As technology has increased, more technically sophisticated positions were needed to support the department's functions. As such, this Automated Systems Analyst I's duties have grown in responsibility and now include responsibility for the system programming for the other half of the County Fire Department's computer system. This position is also responsible for analyzing, testing, and installing support system software and assisting development teams with system interfaces into the enterprise systems.

L. Automated Systems Analyst II upgrade to Business Systems Analyst III (Position #73212)

The Automated System Analyst II position was originally used to manage the local data processing and office automating functions within the County Fire Department. As technology has increased, more technically sophisticated positions were needed to support the department's functions. However, there were no existing classifications in the Department with a high enough technical level to handle these duties. As such, the higher level duties were assigned to this Automated Systems Analyst II position and now include responsibility for assisting in the development of the division's final budget, implementing and supporting the new Envision and Telestaff software, researching, providing direction, and support for the Sun Pro software program, implementing, testing, evaluating, customizing, configuring, and diagnosing problems with the software systems used throughout the County Fire Department. The position is also responsible for providing direct supervision over the other half of the Information Services Automated Support staff, researching and providing support for Ambpac (ambulance billing software program), reviewing vendor proposals, contracts, and making recommendations on equipment purchases.

M. Automated Systems Analyst II upgrade to Programmer Analyst III (Position #30909)

The Automated System Analyst II position was originally used to manage the local data processing and office automating functions within the County Fire Department. As technology has increased, more technically sophisticated positions were needed to support the department's functions. However, there were no existing classifications in the Department with a high enough technical level to handle these duties. As such, the higher level duties were assigned to this Automated Systems Analyst II position and now include responsibility for assisting in the development of the division's budget, designing, testing, modifying, and rolling out a new on-line payroll system as well as providing direct supervision over half of the Information Services Automated Support staff. The position is also responsible for reviewing vendor proposals, contracts, makes recommendations on equipment purchases, and implementing and assisting the Advantis software program that is used by the Warehouse to produce their billing as well as tracking their inventory.

N. Vehicle Maintenance Superintendent downgrade to Vehicle Services Supervisor (Position #30122)

During a review of the staffing for the County Fire Department, Vehicle Services Division, it was determined that some of the higher level duties of the Vehicle Maintenance Superintendent position were now handled by the Service Center Manager. Based upon this information, the department is requesting to downgrade the position to a Vehicle Services Supervisor. The new classification will handle the day-to-day operations of the Vehicle Services Division and will report directly to the Service Center Manager.

REVIEW AND APPROVAL BY OTHERS: The proposed action has been reviewed by County Fire Human Resources Division Manager (Diana Leibrich, 387-9687) on January 5, 2004; County Counsel (Carol Greene, Deputy County Counsel, 387-4178) on January 5, 2004; and the County Administrative Office (Wayne Thies, Administrative Analyst, 387-5409) on January 5, 2004.

FINANCIAL IMPACT: The classification changes would be implemented with minimal impact to the Budget. The total cost for the remainder of the Fiscal Year 2003-2004 reclassification actions (salary and benefits) is \$14,408. There is no additional financial impact on the County Fire Department's budget for these actions, as the Fiscal Year 2003-2004 final budget contained

sufficient funding for these actions. Beginning in Fiscal Year 2004-2005, the annual ongoing costs for these reclassifications are \$59,363 and will be included in the County Fire Department's Fiscal Year 2004-2005 Budget. No general fund support is required.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this item, concurs with the department's proposal, and recommends this action based on County Fire Human Resources' determination of the need to appropriately classify these positions.

SUPERVISORIAL DISTRICT (S): All

PRESENTER: Norm Kanold, Assistant County Administrator, 387-4700
Peter Hills, Fire Chief, 387-5948